

PRELIMINARY DRAFT (9-8-2021)  
CONSTITUTION  
WEST TOWN ARCHERS

ARTICLE 1  
NAME

The name of this organization shall be WEST TOWN ARCHERS and is in the City of Brookfield, Waukesha County, Wisconsin.

ARTICLE 2  
PURPOSE

The objects and purposes for which this club is formed are:

1. To foster and direct the sport of archery in all its phases.
2. To be affiliated with the Wisconsin Archery Association (WAA), the National Field Archery Association (NFAA), Wisconsin Bowhunters (WBH), Wisconsin Bucks and Bear Club and the Pope and Young Club.
3. To provide and maintain grounds, equipment, and facilities for which to enjoy archery.
4. To promote acquaintance, friendship, and fellowship.

Whereas no part of the net income of the club shall inure to the benefit of any private member or individual. No member, trustee, officer, or employee of the organization shall receive or be lawfully entitled to receive any income of any kind except reasonable compensation for service for effecting one or more of its purposes.

ARTICLE 3  
MEMBERSHIP MEETINGS

Section 1 - The Date, Time, and Location of Meetings

All annual or special meetings shall take place at the West Town Archery store/shop.

The meeting called for by the President or any informal actions called by the membership.

The date and times will be as set forth below. These dates and times may only be changed if fixed and determined by a majority vote of the club officers and board members present at any prior meeting and deemed necessary. Notice of such changes will be made through the email or posting of the notice on the club's website.

## Section 2 - Annual Business and Installation Meeting

The Annual Business and Installation Meeting shall be held in December of each year at 5:30 pm for the purpose of the general membership designating the number of memberships in each class for the upcoming year and viewing the proposed financial operating budget for the next calendar year to which copies thereof are to be furnished to the membership prior to said Annual Meeting.

Elections shall be held for the purpose of voting of the new Board Officers. All voting shall be done in person.

## Section 3 - Semi-Annual Business Meeting

The Semi-Annual Business Meeting shall be held in May of each year at 7:00pm for the purpose of reviewing operational budget for the current year and upcoming year.

## Section 4 - Special Meetings

A special meeting may be called at any time by The Board or upon request by 30% of the membership to be filed with the president for that purpose, specifying the business to be conducted. The President shall within three (3) days of filing said request call for a special meeting.

## Section 5 - Notice of Meetings

Written notice of every Annual, Semi-Annual and all Special Meetings shall appear on the club's website or emailed to each member at least seven (7) days prior to the date of such meeting. Notice of Special Meetings shall state object for which meeting was called and no business except that specified in the notice shall be transacted except by unanimous consent of the voting privileged members present at said meeting in person. Although all dues structure considerations and constitutional amendments shall require a notice sent to that effect prior to a vote.

# ARTICLE 4 BOARD

## Section 1 – Administration

The administration of the affairs of the club shall be vested in the Board and consulted with the approval of the owners of West Town Archery Store/Shop.

## Section 2 - Composition of the Board

The Board shall consist of three (3) elected members and two (2) representatives from the West Town Archery Store/Shop.

### Section 3 - Nominations of Board Members

The membership may nominate persons for the office of Board at the Annual Meeting.

### Section 4 - Election and Terms of Office

The persons receiving the greatest number of votes shall be elected Board Members based on plurality therefore a majority vote shall not be necessary. These individuals shall serve a two (2) year term of office commencing March 1st of the election year and shall serve for two (2) years.

### Section 5 - Powers and Duties of the Board Member

The Board shall have full control and management of the affairs and funds of the corporation; general supervision of its' property; authorize all purchases made and expenses incurred more than each committee authorized budget, except where otherwise specifically provided in the By-Laws. The Board shall ensure that the club and its' activities are operated solely for the benefit of its members. All Board members shall attend club meetings. Work hours will not be credited for attendance. Members of the Board shall be excused from no more than 2 meetings annually after which the board membership of the delinquent Board Member may be declared vacant and may be filled with such person as to receive majority vote of the membership to hold office until that term expires.

### Section 6 - Quorum

Until such time as we were to increase our membership numbers or decrease the numbers of Officers a majority of Board constitutes a quorum. When a quorum fails to appear in person such a meeting shall be rescheduled by the President and notice thereof shall be emailed or mailed to all members.

### Section 7 - Remuneration of the Board Members

All Board Members shall serve without pay.

## ARTICLE 5 OFFICERS

### Section 1 – Officers Identified

The officers of the club shall be a President, Vice President, Secretary/Treasurer, two (2) Representatives of the West Town Archery Store/Shop and the Chairpersons of the following:

Sport Show Archery Tournament  
Carp Shoot

Two (2) KMFAL Representatives  
Pheasant Bowhunt  
Summer Picnic/Corn Roast  
Monthly Social Sawari

Any one person may hold two or more offices and chairpersons only as deemed necessary by the Board.

## Section 2 - Election and Terms of Office

The officers of the corporation shall have the usual powers and duties of those offices and shall serve for a period of two years until their successors are elected and qualified.

## Section 3 - Duties

In general, each officer is expected to perform all duties incident to his position and any other such duties as from time to time may be assigned by the President.

### President:

The President shall be the principle executive officer of the corporation and subject to the control of the Board and shall in general, supervise and control the business and affairs of the corporation, when present preside at all meetings of the membership and Board, appoint committee chairpersons, special committees, and chairmen thereof. To cosign with the secretary or any other proper officer authorized by the Board certificates of membership, deeds, mortgages, contracts, or other instruments which the Board has authorized to be executed except in cases where the Board has delegated otherwise or as shall be required by law otherwise.

### Vice President:

The Vice President shall in the absence of the President or in the event of death, inability, or refusal to act, shall perform the duties of the President. When so acting, the Vice President shall have the power of and is subject to all the restrictions upon the President. This person shall keep, maintain, and update all by-laws changes only after being voted on and passed by the general membership or the Board, while having the By-Laws available at monthly meetings and by special request.

### Secretary/Treasurer:

The Secretary shall co-sign all deeds, lease and conveyances executed by the corporation, be custodian of the corporate seal affixing it to the aforementioned papers and other such papers as required or directed to be sealed, keep a record of the proceedings of the membership and Board meetings in one or more books provided for that purpose, keep safe and systematic all books, papers, records and documents belonging to the corporation or pertaining to the business thereof, make sure all notices are duly given in accordance with the provisions of the by-laws or as required by law, collect and

disburse all fees and shall be responsible for keeping a current register of the post office addresses of each member which shall be furnished by the membership chairman.

The Treasurer shall keep and account for all monies, credits and property of any and every nature of the corporation. Depositing all such monies in the name of the corporation into the specified banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By-Laws, to co-sign all checks with the President and to be a member ex-officio of the Finance Committee.

Sports Show Archery Tournament Chairman:

The Sports Show Archery Tournament Chairman shall supervise and have control over the archery tournament, to ensure proper announcement and enforcement of the rules and regulations set forth in the tournament as authorized by the Board.

Carp Shoot Tournament Chairman:

The Carp Shoot Chairman shall supervise and have control over the carp shoot tournament, to ensure proper announcement and enforcement of the rules and regulations set forth in the tournament as authorized by the Board.

Pheasant Bowhunt Chairman:

The Pheasant Bowhunt Chairman shall supervise and have control over the bowhunt, to ensure proper announcement and enforcement of the rules and regulations set forth in the hunt as authorized by the Board.

Kettle Moraine Field Archery League Representatives:

The KMFAL Representatives shall attend and provide Club input on behalf of the Board at all KMFAL Board Meetings.

Summer Picnic/Corn Roast Chairman:

The Summer Picnic/Corn Roast Chairman shall supervise and have control over the picnic as authorized by the Board.

Monthly Social Sawari Chairman:

The Monthly Social Sawari Chairman shall supervise and have control over the social get together as authorized by the Board.

Section 4 - Remuneration of Officers Chairmen and Representatives

All Officers, Chairmen and Representatives shall serve without pay.

## ARTICLE 6 FINANCIAL BUDGET

### Section 1 – Operation Budget

The Board shall at their Semi-Annual meeting review all allocated funds of the committees. The Board shall at their annual meeting, approve a proposed financial operating budget.

### Section 2 - Committee Expenditures

Each committee shall be authorized to spend the funds allocated to it by the Board and no expenditures in excess of allocated funds shall be made without prior approval from the Board.

## ARTICLE 7 COMMITTEES

### Section 1 - Appointment of Chairman of Standing Committees

The President, with approval of the Board, shall appoint a member as chairman for each of the following committees:

- Sports Show Archery Tournament Committee
- Carp Shoot Committee
- Kettle Moraine Field Archery League Representatives
- Special Events Committee
- Finance Committee
- Pheasant Bowhunt Committee
- Summer Picnic/Corn Roast Committee
- Monthly Social Swaray Committee

And from time to time, in addition to the above mentioned, others may be required as is his opinion or as may be directed by the Board.

### Section 2 - Appointment of Committees

Each committee chairman shall designate the number of persons who shall serve on his committee with the exception of the Finance Committee and shall submit the names of such committee members for approval to the Board and such persons so approved shall constitute the members of such committees.

### Section 3 - Removal of Members of a Committee

Committee members and chairman may be removed for cause from any committee to which they have been named at any time by a majority vote of the Board.

### Section 4 - Committee Reports

Every committee from time to time shall report its program of action and procedure to the Board for its approval before any programs may be implemented. No committee may waive or modify any of the provisions of the Articles of Incorporation or the By-Laws or rules, nor may they institute any major change in established procedure or practice.

### Section 5 - Duties of Standing Committees

#### Sport Show Archery Tournament Committee:

The Sport Show Archery Tournament Committee shall arrange dates, draw up rules, have charge of the tournament and collect fees set by the Board and turn all money incident to the tournament over to the club treasurer and submit a report of the tournament winners.

#### Carp Shoot Tournament Committee:

The Carp Shoot Tournament Committee shall arrange dates, draw up rules, have charge of the tournament and collect fees set by the Board and turn all money incident to the tournament over to the club treasurer and submit a report of the shoot.

#### Special Events Committee:

The Special Events Committee shall arrange and have charge of any event that the club might sponsor or participate in which does not conflict with any other committees' responsibility as determined by the Board.

#### Pheasant Bowhunt Committee:

The Pheasant Bowhunt Committee shall arrange date, draw up rules, have charge of the tournament and collect fees set by the Board and turn all money incident to the tournament over to the club treasurer and submit a report of the hunt.

#### Summer Picnic/Corn Roast Committee:

The Summer Picnic/Corn Roast Committee shall arrange date and have charge of the event and turn in any cost's incidental to the event over to the club treasurer for reimbursement and submit a report of the event.

Monthly Social Sawari Committee:

The Monthly Social Sawari Committee shall arrange dates and have charge of the event and turn in any cost's incidental to the event over to the club treasurer for reimbursement and submit a report of the event.

Finance Committee:

Election: The members of the Finance Committee shall be elected by the membership from the Board of Directors. The three members receiving the most votes shall be elected as Finance Committee members based on plurality and a majority vote shall not be necessary. Voting shall be by written ballot. The Treasurer and one (1) West Town Archery Store/Shop Representative shall be an ex-officio member of the Finance Committee.

Chairman: The Chairman of the committee shall be elected from the members at its organizational meeting.

Duties: The Finance Committee shall review all proposed expenditures more than committees authorized budgets. The committee shall submit a recommendation for all such expenditures to the Board of Directors for approval.

## ARTICLE 8 MEMBERSHIP

### Section 1 – Types

Membership in the club shall be listed as single.

### Section 2 - Eligibility

Any person deemed of good personal and business repute that denotes some of his or her recreational time to the sport of archery is eligible to apply.

### Section 3 - Number of Memberships

The general membership shall designate the numbers of memberships available in at the Annual Meeting.

### Section 4 - Governing Rules and Regulations

The Board shall fix and determine rules and regulations for all memberships.

### Section 5 - Procedure for Membership



All applications for active membership shall be made to the Board on a designated application blank and signed by an Annual Member in good standing who is personally acquainted with and recommends approval of the applicant. It is to be presented to the Board for careful overview of the eligibility of classification and the fitness of the applicant. The above provisions being met and a membership opening exists the Board shall immediately vote to accept or reject the prospective applicant. Acceptance requires an affirmative vote by two-third (2/3) of the Board. All objections for membership must be received in writing. When objections are filed the Board shall give such objections due considerations and may cite objectors to appear in person at a regular or special meeting. The Board however reserves the right to elect or reject but under no circumstances will objections be considered unless made in writing.

#### Section 6 - Membership Classifications

All Membership shall be Annual. When accepted each applicant shall be received and recorded on the club books. Each member shall be issued a membership card in accordance with the membership classification.

Any person 18 years of age or older may apply. The Annual Membership shall be a single membership granted to the person who have been accepted for membership by action of the Board and have been issued a membership card. These members pay an annual fee by classification as set forth by the Board and voted on by the membership and shall be entitled to use all facilities of the club and privileges of the club set forth as "Annual Members".

#### Section 7 - Resignations

Any persons accepted in any type of membership may resign by notifying the Secretary of such fact in writing. Resigning shall not release the person of any obligation to pay special assessments assessed or charged against said membership for that entire calendar year or any other year subsequent to the year of resignation unless waived by the Board. All voting and club membership rights shall cease as of the date of acceptance of the resignation.

#### Section 8 - Deceased Members

A deceased member's membership may be transferred to the widow or widower of the deceased member without incurring any fees.

#### Section 9 - Expulsion of Members

Any member may be expelled, or their privileges may be suspended for conduct or actions detrimental to the welfare of the club or its members when a Two-thirds (2/3) vote by the Board finds it necessary to do so. Members may be suspended or expelled for acts or conduct which is disorderly or injurious to the club or any member thereof; for any behavior hostile to the objects of the club, or which violates any rules, regulations or By-laws of the club or any committee thereof; for conduct of an infamous,

immoral, or scandalous nature which as a result such members continued association with the club would be injurious to the club's reputation. Notice of any meeting at which a member shall be considered for expulsion or suspension shall be given to such member at least Seventy-Two (72) hours prior to the meeting and said member shall be permitted to attend for the purpose of making any statements or offering any facts he may desire to present. Any Two-thirds (2/3) majority vote for suspension requires the Board to specify the period of suspension during which time the suspended members' dues shall not be refunded or reduced, though the suspended member may resign.

## ARTICLE 9 MEMBERSHIP REQUIREMENTS AND RESPONSIBILITIES

### Section 1 – Voting Rights

Only persons who are annual in good standing shall be considered "members" and as such are entitled to attend any meeting and vote on club business of any kind.

### Section 2 - Work Hour Requirements

A minimum of work hours shall be assessed upon each membership annually including but not limited to the work hour requirement voted on by the Board each membership is to put forth for the annual Sport Show Archery Tournament. It is the responsibility of each membership to fill in their work hour time sheet provided for this purpose. It is the responsibility of the Board Secretary to update and maintain the work hour logbook that houses each membership's time sheets. Should any membership not fulfill their yearly hour requirement he/she may submit an appeal to the Board. The Board may by a majority vote alter, waive, or impose a monetary per hour fine equal to but not to exceed the number of hours that the member is short, the hourly fee shall be set at the annual meeting for the yearly dues structure.

## ARTICLE 10 FEES AND DUES

### Section 1 – Annual Fees

The annual dues, charges and assessments shall be fixed by the Board but no increase or decrease or change in the dues, due's structure or assessments which is different from the previous year's dues, due's structure or assessments will be effective until approved by a majority vote of all membership present the annual board meeting. All membership requirements and assessments approved at a general membership meeting shall be put into effect at the beginning of the next membership year. Notification of meeting to consider dues changes are to be sent to the general membership. All tournament fees shall be fixed by the Board.

## Section 2 - Time of Payments

All dues and annual fees shall be payable on or before September 1st of each year unless otherwise fixed and determined by the Board.

## Section 3 - Allocation of Dues

The following schedule shall be used to determine the portion due from newly accepted members. All other fees, work assessments or other monies to be paid by the new members shall be prorated as set forth in this same schedule for newly accepted members.

### Schedule of Dues for Newly Accepted Members

|                           |                                    |
|---------------------------|------------------------------------|
| December 1 to December 31 | Full dues payment amount by type   |
| May 1 to May 31           | 50% payment of dues amount by type |

No refunds of paid dues are to be made for ANY REASON.

## Section 4 - Special Assessments

All special assessments shall be assessed as of March 1st of the year following the resolution determining the assessment. Such assessments shall be paid by April 1st of the year such assessment became effective. Any special assessments shall, unless designated otherwise, used only for capital improvements, and held in a separate fund so designated.

## Section 5 - Leave of Absence

Any member may apply for a leave of absence for no longer than one year and upon approval of said application the dues and work assessment shall be waived for the approved period of the leave time. No refunds of any paid dues are to be made. Upon return from leave the dues will be based on the above monthly schedule structure.

## Section 6 - House Accounts

It shall be the duty of the Treasurer to receive dues and shooting fees and promptly collect assessments and other indebtedness owing to the club in accordance with the provisions of this article and none such provisions may be waived or modified by any officer, member or other person associated with the club without due action by the Board.

## Section 7 - Payment of Accounts and Suspension for Non-payment

Failure on the part of any member to pay any dues, assessments or other indebtedness owed to the club, that member will forfeit all rights and privileges of the club and he or she shall stand suspended until all indebtedness are paid in full. The Treasurer shall post such delinquency on the premises as determined by the Board.

Failure on the part of any member to pay said dues, assessments, or other indebtedness to the club in full within 30 days shall be deemed sufficient cause for the expulsion of any such member by the Board.

Should any amount remain unpaid at the end of the month in which payment became due, the Treasurer shall mail the delinquent member a notice of the amount in arrears accompanied by a summary of paragraphs 1 and 2 of this section.

## ARTICLE 11 GUESTS AND VISITORS

### Section 1 - Guests Permitted

Guests, when accompanied by a member in good standing, may have use of the club facilities which said member is permitted to use. The guest who is permitted to shoot archery shall pay the daily target fees. No person may be a guest for archery privileges for more than two (2) times in a calendar year. League participants are not considered as guests therefore these restrictions would not apply.

### Section 2 - Violation of Guest Privileges

Violations by any member of overextending invitations to a visitor or failure to enforce payment of target fees shall mean that member will forfeit their rights to extend further guest privileges for such time as to be fixed by the Board.

## ARTICLE 12 DISPOSITION OF ASSETS ON DISSOLUTION

In the event of voluntary dissolution and liquidation of the club, the assets, after payment of all debts and expenses of administration of the club shall go to the Wisconsin Archery Alliance Youth Program and the WDNR Archery Education Program.

## ARTICLE 13 AMENDMENTS TO BY LAWS

Any amendments shall be in written form and shall be read at a Board Annual Meeting. All amendments shall be referred to and reviewed by the Board. All recommendations for change to be voted on at a Special Meeting or the next Meeting after notice has been given in the club paper. A Two-thirds (2/3) vote of members present shall be required for adoption of amendments.

**ARTICLE 14**  
**INTERPRETATION JURISDICTION**

Should any conflict arise by virtue of interpretation of the By-Laws or conflicting provision therein, the decision of the Board shall be final relative to the interpretation of such By-Laws.

**ARTICLE 15**  
**ORDER OF BUSINESS**

The order of business at all meetings shall be conducted according to the Roberts Rules of Order.

**ARTICLE 16**  
**PARLIMENTARY AUTHORITY**

The rules contained in the Roberts Rules of Order shall govern the corporation in all cases to which they are applicable and are not inconsistent with the By-Laws or the special rules of order of this corporation.